

MayFest 2014

Artisans. Food. Wine. Music. Fun.
Saturday, May 24, 2014 ~ Lovettsville, Virginia

Dear Artisan or Business Owner:

The second annual Lovettsville MayFest was a huge success with over 80 vendors, an estimated attendance of 1,000 people, and lots of fun. The MayFest Committee is looking forward to even more great things for the third annual MayFest as the festival continues to grow even bigger.

The Town of Lovettsville is proud to host the third annual MayFest on Saturday, May 24, 2014. The festival will be held on the Lovettsville Town Green, 11 Spring Farm Drive, from 10:00 a.m. to 6:00 p.m. The Lovettsville Cornhole Tournament, an officially sanctioned tournament by the American Cornhole Association, an old-fashioned pie-eating contest, a strolling magician, performances by local bands, and exhibitions by local organizations are just glimpses of all the fun to be had at MayFest.

The MayFest Committee is now accepting applications for artisan and vendor booths. We are looking for handcrafted, original work and products from home-based or boutique businesses.

MayFest is not a juried festival, but we reserve the right to limit the number of exhibitors in each category to create a balanced market and ensure success for all participating vendors. The MayFest Committee will review applications for final selection. A booth fee is required to display and sell your work within a 10' x 10' space at the festival. For artisan vendors, the booth fee for the third year of the festival is \$50. For food or wine vendors, the booth fee is \$100. Please make checks payable to **Lovettsville MayFest**.

If you have any questions, please contact MayFest Committee Chairperson Tiffaney Carder via email at tcarder@lovettsvilleva.gov or via phone at 703-727-5732.

We hope you will join us in continuing a growing tradition in the Town of Lovettsville. We look forward to receiving your application and seeing you at the third annual MayFest celebration!

Sincerely,

The MayFest Committee

MayFest 2014

Vendor Information and Guidelines:

Lovettsville MayFest is a celebration of local businesses, artisans, and organizations. It is open to all artists, crafters, home-based business consultants, and local business owners.

For Artisans, work must be original creations and must be for sale.

For home-based business consultants, only one consultant per business group/company name will be accepted.

For food vendors, a permit for selling food will be needed if you do not already possess a Loudoun County Health Department permit allowing you to prepare and sell food at a remote site.

For wine vendors, the Town of Lovettsville will have an ABC permit to allow for the sale of wine by closed bottles and by the glass. MayFest patrons will be allowed to consume wine within the entire area of the festival, and MayFest volunteers will rope off the Town Green to establish a boundary as required by the ABC permit.

The artisan booth fee for a 10' x 10' space is \$50. The food or wine booth fee is \$100. If a vendor is a nonprofit organization, the booth fee is only \$25. Booth fees are nonrefundable.

Application and booth fees are due by **March 28, 2014** if you would like to be listed as a participant on MayFest printed advertising materials **OR** by **May 2, 2014** if you would like to participate without being guaranteed a listing on our printed advertising materials.

Please mail your application to the **Town of Lovettsville c/o MayFest Committee, P.O. Box 209, Lovettsville, Virginia 20180** with a check made payable to **Lovettsville MayFest** for the booth fee. Applicants will be notified of acceptance, and a map of MayFest with your booth location will be sent by May 9, 2014. A parking sticker for vendor parking will be mailed, as well.

Vendors are responsible for collecting and paying their sales tax. Food vendors are also responsible for collecting the Town of Lovettsville's meals tax. Vendors with businesses located within the town limits of Lovettsville must be in good standing with license fees and taxes paid and up to date.

Upon receipt of a vendor's application, a booth space is assigned on a first received first served basis. For example, the first vendor to submit an application will receive booth space #1.

MayFest is a rain or shine event.

Vendors will need to provide their own tents, tables, chairs and anything else they may need. Please make sure all materials fit within the allotted 10' x 10' space.

Vendors may begin setting up at 8:00 a.m. on the day of MayFest. The booth coordinator and other MayFest volunteers will be on site no earlier than 8:00 a.m. to help direct vendors to their spaces and provide any additional assistance as needed. If you need assistance with unloading your vehicle and/or you need a handicap space, please let us know on your application so that we can make sure you have the assistance you require.

Vendors may park alongside the Town Green in order to unload their wares and supplies. We do recommend using dollies, wagons, or carts to transport these materials to the booth space located on the Green, which is a grassy open area. Once unloaded, we ask that vendors move their vehicles to the vendor parking area.

Please make sure all materials are unloaded by 9:30 a.m. The streets surrounding the Green will be closed at 9:30 a.m. in order to facilitate pedestrian safety, provide adequate space for food vendor trucks, and promote a safe and smooth trolley route for our festival visitors.

Vendors may begin tearing down their booths at 6:00 p.m. It is crucial to the success of MayFest for vendors to commit to being at the festival for the entire time. Therefore, any vendor who tears down before 6:00 p.m. may not be asked to return to future MayFests. If there is inclement weather and an earlier closing time is needed for safety reasons, an announcement will be made to inform vendors of the earlier closing time.

Vendors are responsible for removing all debris from their booth spaces upon tear down. Trash cans are placed conveniently throughout the Town Green for the use of our vendors and guests.

We are excited about the opportunity to promote your business, and we look forward to having you as a part of MayFest this year!

MayFest 2014

Application

Vendor Name: _____

Please check one of the following:

Artisan ☐

Food Vendor ☐

Wine Vendor ☐

Name of Company or Organization (if applicable):

Address: _____

Email: _____

Web site and/or Facebook page: _____

Phone: _____ Alternate Phone: _____

Brief description of work to be displayed and sold:

I, the undersigned, hereby indicate that I have read and agree to all guidelines pertaining to my participation as a vendor at MayFest 2014.

Signature

Date

